

RESTRICTED

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ILLEGIB

26 August 1946CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER

25X1A

RULES GOVERNING C.I.G. CORRESPONDENCE

25X1A

1. Correspondence from the Director of Central Intelligence or other authorized personnel of the C.I.G. to the President, members of the National Intelligence Authority, members of the Intelligence Advisory Board, and to other personnel in the State, War, and Navy Departments will be prepared in memorandum form.

2. Correspondence from the Director or other authorized personnel of the C.I.G. to personnel of the United States Government departments and agencies other than the State, War and Navy Departments, to Members of Congress and to private individuals will be prepared in letter form.

3. Internal correspondence within C.I.G. will make use of buckslips whenever possible, or C.I.G. Disposition Form. Letterhead stationery will not be used for internal correspondence.

4. Unless otherwise instructed, all correspondence prepared by one individual for another's signature will be submitted undated, and without typed signature.

5. All official correspondence requiring the signature of the Director, the Deputy Director, or Executive Office personnel will be prepared undated and without typed signature in an original and five (5) copies, identified in the lower right corner as follows:

a. Executive Office Registry (This copy should be initialled by the originating officer)

25X1A

See A.O. [redacted] 26 Sept. 46 re
 "Authority to sign Official Papers
 and Correspondence".

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- b. Central Records (2 copies)
- c. Return to (Name of originating officer and office)
- d. Stayback (For originating office files)

Any copies prepared for the information of other offices will be in addition to the above minimum requirements. All copies (not the original) will include a Memorandum for Record typed on the back. This Memorandum for Record will indicate the origin and background of the correspondence, together with a list of the concurrences or comments obtained from other offices within and outside C.I.G.

6. The original and the copies specified in 5 a, b and c above will be submitted through appropriate channels to the Executive Director for approval. The stayback copy (5 d above) will be retained in the originating office. When approved and signed, the Executive Office will transmit the original for mailing and the Central Records copies for file to the Central Registry Unit, will retain the Executive Office Registry copy, and will return the remaining copy to the originating officer with the date on which the correspondence was signed.

7. All C.I.G. correspondence will be prepared according to the specimens attached hereto. In using the Disposition Form, "FROM" and "TO" will be indicated by an "X", or by "1", "2", "3" etc., in case of successive addressees. The "DATE" will be that on which the Form was dispatched from each office and will be shown opposite that office. When passed on by an office, the transmitting individual will initial over the mark in the "TO" column opposite his office and will fill in the "DATE" dispatched from his office.

8. Except as modified above, C.I.G. practice will follow that of the Joint Chiefs of Staff Style Manual, dated 1 April 1946, in details of style and layout.

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9. This order supersedes all previous orders on this subject, including C.I.G. Secretariat Memorandum [REDACTED]

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Colonel, C.A.C.,
Executive for Personnel
and Administration

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SAMPLES OF CORRESPONDENCE

MEMORANDUM FOR THE PRESIDENT

(No subject or paragraph numbers)

MEMORANDUM FOR THE SECRETARY OF STATE
SECRETARY OF WAR
SECRETARY OF THE NAVY
PERSONAL REPRESENTATIVE OF THE PRESIDENT
ON N.I.A.

Subject: In Initial Caps

MEMORANDUM FOR

STATINTL

Subject: In Initial Caps

References: a. N.I.A. oo
b. N.I.A. Directive No. oo
c. Memorandum for the Secretary of War from
the Director of Central Intelligence,
subject "C.I.G. Personnel", dated oo
March 1946.

Enclosures: a. Letter from the Secretary of War, dated
00 April 1946.
b. C.I.G. Directive No. 00 (Copy No. 00).
c. Draft Memorandum for the N.I.A. from the
Director of Central Intelligence, same
subject.

SAMPLES OF CORRESPONDENCE

The Honorable
J. A. Krug
Secretary of the Interior
Washington, D. C.

Mr dear Mr. Secretary:

Хохохохохохохохохохохо.

Sincerely,

The Honorable
William W. Williams
United States Senate
Washington, D. C.

Dear Senator Williams:

· Sincerely,

Mr. William W. Williams
76 York Street
Richmond, Virginia

Dear Mr. Williams:

Sincerely,

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

*sent to published
Sept 10/46*

FROM		TO	INITIALS	DATE
	DIRECTOR OF CENTRAL INTELLIGENCE			
	EXECUTIVE TO THE DIRECTOR	①	Wright	
	SECRETARY TO THE DIRECTOR			
✓	EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	SE		1/7/47
	ADVISORY COUNCIL			
	EXECUTIVE FOR PERSONNEL & ADMINISTRATION	②		
	CENTRAL RECORDS			
	SECRETARY, NIA			
	CHIEF, INTERDEPARTMENTAL STAFF			
	ASST. DIRECTOR, SPECIAL OPERATIONS			
	ASST. DIRECTOR, RESEARCH & E			
	ASST. DIRECTOR, COLLECTION &			
	CHIEF, SECURITY BRANCH			

STATINTL

APPROVAL INFORMATION DIRECT REPLY
 ACTION RETURN COMMENT
 RECOMMENDATION PREPARATION OF REPLY FILE
 SIGNATURE CONCURRENCE DISPATCH

REMARKS: Recommend deletion per 7, as it interferes
with prerogatives of Asst Directors.
Recommend addition of per 9.
Otherwise O.K. for publication/SE

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

RESTRICTED

DATE: CENTRAL INTELLIGENCE GROUP 25X1A

C.I.G. ADMINISTRATIVE ORDER [REDACTED] SUPPLEMENT NO. 2

COORDINATION PROCEDURE

25X1A

Reference: C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence", dated 17 Sept 1946.

25X1A

1. C.I.G. Administrative Order [REDACTED] Supplement No. 1, "Coordination Procedure" dated 10 Oct 1946, is hereby rescinded.

2. On all correspondence or papers prepared within CIG the procedure set forth below will be followed.

3. It shall be the responsibility of the person charged with the preparation of a paper to insure that proper coordination between offices and staff sections of CIG is effected. A paper may be shown to interested offices and staff sections for preliminary coordination and concurrence while it is in a state of preparation. However, the final draft of the paper must receive formal concurrence or nonconcurrence from the interested offices or staff sections. Concurrences will be obtained by hand processing of papers and not by the use of bucksheets or similar means of routine transmission.

4. A statement of concurrence or nonconcurrence by interested offices and staff sections of CIG will appear on the Central Records copy of all papers which require coordination before they are submitted to the Executive Office for approval in accordance with the provisions of paragraph 2,

C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence" dated 15 September 1946. Concurrence will be indicated as follows:

25X1A

a. Originating office will type the following on the Central Records copy:

Statement of Concurrences:

(Office)

(Concur or not concur) (Signature)

(Office)

(Concur or not concur) (Signature)

b. Each office indicated will make statement "I concur" or "I do not concur", and verify this fact by the signature of the official of the office indicating the concurrence or nonconcurrence. Offices indicating nonconcurrence will indicate on an attached memorandum a brief summary of reason therefor.

5. Where no coordination is deemed necessary a statement, "No coordination necessary" followed by the signature in full of the person charged with the preparation of the paper, will appear on the Central Records copy of all papers submitted to the Executive Office for approval.

6. A rubber stamp or similar method of reproduction will not be used to indicate the statements relative to coordination ~~##~~ required by paragraphs 4 and 5 above.

7. ~~Each Assistant Director, Chief of ICAPS, and Executive for Personnel and Administration will forward to the Executive Office a list of subordinate officials who are authorized to sign concurrences or non-concurrences for them, together with the signature of these subordinate officials.~~

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7. The procedure outlined in paragraphs 4 and 5 above will be followed in case of correspondence signed by Assistant Directors, Secretary NIA, Chief ICAPS, ^{and} Executive for Personnel and Administration, ~~##~~ pursuant to the provisions of paragraphs 3 b, c, and d, C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence", dated 17 September 1946. (NOTE: The provisions of this paragraph may be suspended in the case of the Office of Special Operations where for security ~~#####~~ reasons coordination is not feasible or practicable.)

25X1A

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(Secretary to Director) I concur
(Executive for P& A) I Concur

8. Assistant Directors, Chief of ICAPS, and Executive for P&A from whom concurrences are requested will be held ~~strictly~~ responsible that such concurrence or nonconcurrence is promptly given. ~~The practice of quibbling over minor phraseology, not incident to principles, interferes with efficiency and will not be tolerated. If a statement of concurrence is not promptly given, the paper will be forwarded by the originating office to the Executive Office without such statement but with notation of office causing delay.~~

25X1A

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUPPERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

FROM		TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
X	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
	CHIEF, PERSONNEL DIVISION			
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS	X		

 APPROVAL INFORMATION DIRECT REPLY ACTION RETURN COMMENT RECOMMENDATION PREPARATION OF REPLY FILE SIGNATURE CONCURRENCE DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

9 October 1946

Sent to [redacted]
Oct. 10

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER [redacted] SUPPLEMENT NO. 1

COORDINATION PROCEDURE

25X1A

C.I.G. Administrative Order [redacted] dated 26 August 1946, Subject: "Rules Governing C.I.G. Correspondence", is hereby supplemented as follows:

1. On all outgoing correspondence or other papers requiring coordination between C.I.G. Offices or Branches, the following procedure will be followed.
2. Rubber stamps, as per sample attached, will be available within a few days, and this stamp must be placed on all correspondence or other papers requiring coordination, on the "Stayback" copy of correspondence or copies of other documents or papers which are held in the originating office.
3. The author of any correspondence or document will be responsible for determining the coordination which it is to receive and, also, will be responsible ^{that} ~~for obtaining~~ ^{to obtain} such coordination by carrying the document by hand. It is desired that coordination not be handled by the use of buckslips.
4. In every instance in which correspondence or other papers are referred to the Office of the Director for action ^{or signature} there must appear an indication as to the coordination which the paper has received, together with the initials ^{on the "Stayback" copy and Open Office Register} ~~Regd.~~ ^{Day} which are required, by the use of the stamp mentioned above.
5. It is suggested that a similar procedure be put into practice on correspondence to be coordinated within Offices, Divisions and Branches of CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]
Colonel, CAC
Executive for Personnel and Administration

Attachment

RESTRICTED

Rescinded

26 August 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

RULES GOVERNING C.I.G. CORRESPONDENCE

1. Correspondence from the Director of Central Intelligence or other authorized personnel of the C.I.G. to the President, members of the National Intelligence Authority, members of the Intelligence Advisory Board, and to other personnel in the State, War, and Navy Departments will be prepared in memorandum form.
2. Correspondence from the Director or other authorized personnel of the C.I.G. to personnel of the United States Government departments and agencies other than the State, War and Navy Departments, to Members of Congress and to private individuals will be prepared in letter form.
3. Internal correspondence within C.I.G. will make use of bucksheets whenever possible, or C.I.G. Disposition Form. Letterhead stationery will not be used for internal correspondence.
4. Unless otherwise instructed, all correspondence prepared by one individual for another's signature will be submitted undated, and without typed signature.
5. All official correspondence requiring the signature of the Director, the Deputy Director, or Executive Office personnel will be prepared undated and without typed signature in an original and five (5) copies, identified in the lower right corner as follows:
 - a. Executive Office Registry (This copy should be initialled by the originating officer)

RESTRICTED

- b. Central Records (2 copies)
- c. Return to (Name of originating officer and office)
- d. Stayback (For originating office files)

Any copies prepared for the information of other offices will be in addition to the above minimum requirements. All copies (not the original) will include a Memorandum for Record typed on the back. This Memorandum for Record will indicate the origin and background of the correspondence, together with a list of the concurrences or comments obtained from other offices within and outside C.I.G.

6. The original and the copies specified in 5 a, b and c above will be submitted through appropriate channels to the Executive Director for approval. The stayback copy (5 d above) will be retained in the originating office. When approved and signed, the Executive Office will transmit the original for mailing and the Central Records copies for file to the Central Registry Unit, will retain the Executive Office Registry copy, and will return the remaining copy to the originating officer with the date on which the correspondence was signed.

7. All C.I.G. correspondence will be prepared according to the specimens attached hereto. In using the Disposition Form, "FROM" and "TO" will be indicated by an "X", or by "1", "2", "3" etc., in case of successive addressees. The "DATE" will be that on which the Form was dispatched from each office and will be shown opposite that office. When passed on by an office, the transmitting individual will initial over the mark in the "TO" column opposite his office and will fill in the "DATE" dispatched from his office.

8. Except as modified above, C.I.G. practice will follow that of the Joint Chiefs of Staff Style Manual, dated 1 April 1946, in details of style and layout.

RESTRICTED

9. This order supersedes all previous orders on this subject, including C.I.G. Secretariat Memorandum [REDACTED]

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, C.A.C.,
Executive for Personnel
and Administration

SAMPLES OF CORRESPONDENCE

MEMORANDUM FOR THE PRESIDENT

(No subject or paragraph numbers)

Хохокохокохокохокохокохокохоко.

MEMORANDUM FOR THE SECRETARY OF STATE
SECRETARY OF WAR
SECRETARY OF THE NAVY
PERSONAL REPRESENTATIVE OF THE PRESIDENT
ON N.I.A.

Subject: In Initial Caps

MEMORANDUM FOR

STATINTL

Subject: In Initial Caps

References: a. N.I.A. 00
b. N.I.A. Directive No. 00
c. Memorandum for the Secretary of War from
the Director of Central Intelligence,
subject "C.I.G. Personnel", dated 00
March 1946.

Enclosures: a. Letter from the Secretary of War, dated 00 April 1946.
b. C.I.G. Directive No. 00 (Copy No. 00).
c. Draft Memorandum for the N.I.A. from the Director of Central Intelligence, same subject.

SAMPLES OF CORRESPONDENCE

The Honorable
J. A. Krug
Secretary of the Interior
Washington, D. C.

Mr dear Mr. Secretary:

Sincerely,

The Honorable
William W. Williams
United States Senate
Washington, D. C.

Dear Senator Williams:

Sincerely,

Mr. William W. Williams
76 York Street
Richmond, Virginia

Dear Mr. Williams:

Sincerely,

~~RESTRICTED~~

10 October 1946

Pulby

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER [REDACTED] SUPPLEMENT NO. 1COORDINATION PROCEDURE

25X1A

C.I.G. Administrative Order [REDACTED] dated 26 August 1946, Subject: "Rules Governing C.I.G. Correspondence", is hereby supplemented as follows:

1. On all outgoing correspondence or other papers requiring coordination between C.I.G. Offices or Branches, the following procedure will be followed.
 2. Rubber stamps, as per sample attached, will be available within a few days, and this stamp must be placed on all correspondence or other papers requiring coordination, on the "Stayback" copy of correspondence or copies of other documents or papers which are held in the originating office.
 3. The author of any correspondence or document will be responsible for determining the coordination which it is to receive and, also, will be responsible that such coordination is obtained by carrying the document by hand. It is desired that coordination not be handled by the use of buckslips.
 4. In every instance in which correspondence or other papers are referred to the Office of the Director for action or signature, there must appear an indication as to the coordination which the paper has received on the "Stayback" copy and the Executive Office Registry Copy, together with the initials which are required, by the use of the stamp mentioned above.
 5. It is suggested that a similar procedure be put into practice on correspondence to be coordinated within Offices, Divisions and Branches of CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Colonel, CAC
Executive for Personnel and Administration

25X1A

Attachment

Rec'd 6 copies

Received by A.O.

Supp. #12 Bid. 10/10/42

25X1A

COORDINATION REQUESTED		
With Activity	Initials	Date
Director		
Don. Dir.		
Exco./Dir.		
Exco./PCA		
A.D. Com.		
Sn. Ops.		
F.B.I.S.		
"B" Don.		
ICAPS		
A.D. OME		
A.D. CID		
U-11		
Diss.		
Security		

STATINTL

Draft was coordinated
with & approved by



10 October 1946

25X1A

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED] SUPPLEMENT NO. 1

COORDINATION PROCEDURE

25X1A

C.I.G. Administrative Order [REDACTED] dated 26 August 1946, Subject: "Rules Governing C.I.G. Correspondence", is hereby supplemented as follows:

1. On all outgoing correspondence or other papers requiring coordination between C.I.G. Offices or Branches, the following procedure will be followed.
 2. Rubber stamps, as per sample attached, will be available within a few days, and this stamp must be placed on all correspondence or other papers requiring coordination, on the "Stayback" copy of correspondence or copies of other documents or papers which are held in the originating office.
 3. The author of any correspondence or document will be responsible for determining the coordination which it is to receive and, also, will be responsible that such coordination is obtained by carrying the document by hand. It is desired that coordination not be handled by the use of buckslips.
 4. In every instance in which correspondence or other papers are referred to the Office of the Director for action or signature, there must appear an indication as to the coordination which the paper has received on the "Stayback" copy and the Executive Office Registry Copy, together with the initials which are required, by the use of the stamp mentioned above.
 5. It is suggested that a similar procedure be put into practice on correspondence to be coordinated within Offices, Divisions and Branches of CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel and Administration

Attachment

COORDINATION REQUIRED			
With	Activity	Initials	Date
	Director		
	Dea. Dir.		
	Exco. Dir.		
	Exco. P&A		
	A.D. On.		
	Sp. Ops.		
	F.B.I.S.		
	"B" Dea.		
	ICAPS		
	A.D. O&E		
	A.D. C&D		
	Coll.		
	Diss.		
	Security		

25X1A

REFRICTED
Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050013-5

10 January 1947

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25X1A

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER [REDACTED], SUPPLEMENT NO. 2COORDINATION PROCEDURE

25X1A

Reference: C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 17 September 1946.

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] Supplement No. 1, "Coordination Procedure," dated 10 October 1946, is hereby rescinded.

2. On all correspondence or papers prepared with CIG the procedure set forth below will be followed.

3. It shall be the responsibility of the person charged with the preparation of a paper to insure that proper coordination between offices and staff sections of CIG is effected. A paper may be shown to interested offices and staff sections for preliminary coordination and concurrence while it is in a state of preparation. However, the final draft of the paper must receive formal concurrence or nonconcurrence from the interested offices or staff sections. Concurrences will be obtained by hand processing of papers and not by the use of buckslips or similar means of routine transmission.

4. A statement of concurrence or nonconcurrence by interested offices and staff sections of CIG will appear on the Central Records copy of all papers which require coordination before they are submitted to the Executive Office for approval in accordance with the provisions of paragraph 2, C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 15 September 1946. Concurrence will be indicated as follows:

a. Originating office will type the following on the Central Records copy:

Statement of Concurrences:

(Office)

(Concur or not concur) (Signature)

(Office)

(Concur or not concur) (Signature)

Effective until canceled as superseded per CIG memo
dated 30 June 47.

b. Each office indicated will make the statement "I concur" or "I do not concur," and verify this fact by the signature of the official of the office indicating the concurrence or nonconcurrence. Offices indicating nonconcurrence will indicate on an attached memorandum a brief summary of reason therefor.

5. Where no coordination is deemed necessary a statement, "No coordination necessary," followed by the signature in full of the person charged with the preparation of the paper, will appear on the Central Records copy of all papers submitted to the Executive Office for approval.

6. A rubber stamp or similar method of reproduction will not be used to indicate the statements relative to coordination required by paragraphs 4 and 5 above.

7. The procedure outlined in paragraphs 4 and 5 above will be followed in case of outgoing correspondence signed by Assistant Directors, Secretary, NIA, Chief, ICAPS, and the Executive for Personnel and Administration, pursuant to the provisions of paragraph 3 b, c, and d, C.I.G. Administrative Order

25X1A [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 17 September 1946. (NOTE: The provisions of this paragraph may be suspended in the case of the Office of Special Operations where for security reasons coordination is not feasible or practicable.)

8. Assistant Directors, Chief of ICAPS, and the Executive for Personnel & Administration, from whom concurrences are requested, will be held responsible that such concurrence or nonconcurrence is promptly given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A [REDACTED]

Colonel, AGD
Executive for Personnel
and Administration

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED] SUPPLEMENT NO. 2 25X1A

COORDINATION PROCEDURE 25X1A

Reference: C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 17 September 1946.

25X1A

1. C.I.G. Administrative Order [REDACTED] Supplement No. 1, "Coordination Procedure," dated 10 October 1946, is hereby rescinded.

2. On all correspondence or papers prepared with CIG the procedure set forth below will be followed.

3. It shall be the responsibility of the person charged with the preparation of a paper to insure that proper coordination between offices and staff sections of CIG is effected. A paper may be shown to interested offices and staff sections for preliminary coordination and concurrence while it is in a state of preparation. However, the final draft of the paper must receive formal concurrence or nonconcurrence from the interested offices or staff sections. Concurrences will be obtained by hand processing of papers and not by the use of buckslips or similar means of routine transmission.

4. A statement of concurrence or nonconcurrence by interested offices and staff sections of CIG will appear on the Central Records copy of all papers which require coordination before they are submitted to the Executive Office for approval in accordance with the provisions of paragraph 2, C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 15 September 1946. Concurrence will be indicated as follows:

a. Originating office will type the following on the Central Records copy:

Statement of Concurrences:

(Office) (Concur or not concur) (Signature)

(Office) (Concur or not concur) (Signature)

b. Each office indicated will make the statement "I concur" or "I do not concur," and verify this fact by the signature of the official of the office indicating the concurrence or nonconcurrence. Offices indicating nonconcurrence will indicate on an attached memorandum a brief summary of reason therefor.

5. Where no coordination is deemed necessary a statement, "No coordination necessary," followed by the signature in full of the person charged with the preparation of the paper, will appear on the Central Records copy of all papers submitted to the Executive Office for approval.

6. A rubber stamp or similar method of reproduction will not be used to indicate the statements relative to coordination required by paragraphs 4 and 5 above.

7. The procedure outlined in paragraphs 4 and 5 above will be followed in case of outgoing correspondence signed by Assistant Directors, Secretary, NIA, Chief, ICAPS, and the Executive for Personnel and Administration, pursuant to the provisions of paragraph 3 b, c, and d, C.I.G. Administrative Order

25X1A

"Authority to Sign Official Papers and Correspondence," dated 17 September 1946. (NOTE: The provisions of this paragraph may be suspended in the case of the Office of Special Operations where for security reasons coordination is not feasible or practicable.)

8. Assistant Directors, Chief of ICAPS, and the Executive for Personnel & Administration, from whom concurrences are requested, will be held responsible that such concurrence or nonconcurrence is promptly given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Colonel, AGD
Executive for Personnel
and Administration

25X1A

~~RESTRICTED~~

10 October 1946

C.I.G.A. *Copy to [redacted]*

CENTRAL INTELLIGENCE GROUP

June

25X1A

C.I.G. ADMINISTRATIVE ORDER [redacted] SUPPLEMENT NO. 1

COORDINATION PROCEDURE

25X1A

C.I.G. Administrative Order [redacted] dated 26 August 1946, Subject: "Rules Governing C.I.G. Correspondence", is hereby supplemented as follows:

1. On all outgoing correspondence or other papers requiring coordination between C.I.G. Offices or Branches, the following procedure will be followed.

2. Rubber stamps, as per sample attached, will be available within a few days, and this stamp must be placed on all correspondence or other papers requiring coordination, on the "Stayback" copy of correspondence or copies of other documents or papers which are held in the originating office.

3. The author of any correspondence or document will be responsible for determining the coordination which it is to receive and, also, will be responsible that such coordination is obtained by carrying the document by hand. It is desired that coordination not be handled by the use of buckslips.

4. In every instance in which correspondence or other papers are referred to the Office of the Director for action or signature, there must appear an indication as to the coordination which the paper has received on the "Stayback" copy and the Executive Office Registry Copy, together with the initials which are required, by the use of the stamp mentioned above.

5. It is suggested that a similar procedure be put into practice on correspondence to be coordinated within Offices, Divisions and Branches of CIG.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL RESCINDED PER CIA GENERAL CANCELLED OR SUPERSEDED
ORDER [redacted] dated 26 SEPTEMBER 1947

25X1A

Colonel, CAC
Executive for Personnel and Administration

COORDINATION REQUESTED

With	Activity	Initials	Date
	Director		
	Deu. Dir.		
	Excc. Dir.		
	Excc. P.C.A.		
	A.D. On		
	Sn. Ons.		
	F.B.I.S.		
	"B" Deu.		
	ICAPS		
	A.D. O.M.		
	A.D. C.M.		
	Call.		
	Diss.		
	Security		

10 January 1947

20P

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER [REDACTED] SUPPLEMENT NO. 2COORDINATION PROCEDURE

25X1A

Reference: C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 17 September 1946.

25X1A

1. C.I.G. Administrative Order [REDACTED] Supplement No. 1, "Coordination Procedure," dated 10 October 1946, is hereby rescinded.

2. On all correspondence or papers prepared with CIG the procedure set forth below will be followed.

3. It shall be the responsibility of the person charged with the preparation of a paper to insure that proper coordination between offices and staff sections of CIG is effected. A paper may be shown to interested offices and staff sections for preliminary coordination and concurrence while it is in a state of preparation. However, the final draft of the paper must receive formal concurrence or nonconcurrence from the interested offices or staff sections. Concurrences will be obtained by hand processing of papers and not by the use of buckslips or similar means of routine transmission.

4. A statement of concurrence or nonconcurrence by interested offices and staff sections of CIG will appear on the Central Records copy of all papers which require coordination before they are submitted to the Executive Office for approval in accordance with the provisions of paragraph 2, C.I.G. Administrative Order [REDACTED] "Authority to Sign Official Papers and Correspondence," dated 15 September 1946. Concurrence will be indicated as follows:

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a. Originating office will type the following on the Central Records copy:

Statement of Concurrences:

(Office)

(Concur or not concur) (Signature)

(Office)

(Concur or not concur) (Signature)

~~RESTRICTED~~

b. Each office indicated will make the statement "I concur" or "I do not concur," and verify this fact by the signature of the official of the office indicating the concurrence or nonconcurrence. Offices indicating nonconcurrence will indicate on an attached memorandum a brief summary of reason therefor.

5. Where no coordination is deemed necessary a statement, "No coordination necessary," followed by the signature in full of the person charged with the preparation of the paper, will appear on the Central Records copy of all papers submitted to the Executive Office for approval.

6. A rubber stamp or similar method of reproduction will not be used to indicate the statements relative to coordination required by paragraphs 4 and 5 above.

7. The procedure outlined in paragraphs 4 and 5 above will be followed in case of outgoing correspondence signed by Assistant Directors, Secretary, NIA, Chief, ICAPS, and the Executive for Personnel and Administration, pursuant to the provisions of paragraph 3 b, c, and d, C.I.G. Administrative Order

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[REDACTED] "Authority to Sign Official Papers and Correspondence," dated 17 September 1946. (NOTE: The provisions of this paragraph may be suspended in the case of the Office of Special Operations where for security reasons coordination is not feasible or practicable.)

8. Assistant Directors, Chief of ICAPS, and the Executive for Personnel & Administration, from whom concurrences are requested, will be held responsible that such concurrence or nonconcurrence is promptly given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Colonel, AGD
Executive for Personnel
and Administration